## SusserBank

- 1. Select the **Treasury** menu and then select **Payments**.
- 2. Select the desires transaction type within the New **Payment** drop down menu.
- 3. Select the desired ACH Class Code.

Please note, payroll transactions will automatically default to an ACH class code of PPD.

- 4. Select the From Company.
- 5. Select the offset Account.
- 6. Select the **Effective Date**.
- 7. Click the +Add multiple recipients link to select multiple recipients at one time.

ŵ	Home	Home	
⊡1	Messages	Home	
	Transactions ~	ACCOUNTS 🖉	
	Treasury ^	Business Checking Plus	:
	Wire Activity	Available Balance Current Balance	<b>\$9.00</b> \$9.00
	Payments 1		•
	Recipients	New Commercial Checking Available Balance	<b>\$</b> 49.32

Pay	/ments	
	New Payment 2	
	ACH	Wire
	ACH Collections	Domestic Wire
18	ACH Payments	
	Payroll	
_		

Payroll Change Type			
Origination Details From Company Susser Bank Full Service Busines	Account Business Checking Plus	5	2
*****4567 Effective Date 06/23/2022 6	Recurrence Set schedule		
Recipients (1)			

+ Add multiple recipients

7



## SusserBank

- 8. Select the desired recipients and click Add when done.
- 9. Enter a dollar amount for each linked recipient.
- **10.** Click the **+Add another recipient** link to add an individual / account.
- 11. Select an **existing recipient** from the drop-down menu or select +**New Recipient** to create a new recipient.

Reference the *Recipient Management* setup document for information regarding the setup of a new recipient.

**12.** Review the information on the screen for accuracy and then select **Approve** to authorize the payment(s) or **Draft** to only draft the transaction(s).

Q,						
elec	t All   Clear All					
~	Attorney Checking	1234577545722	Electrical Supply LLC Checking	123456789	Dohn Doe Checking 1234	56789
	Bob Plumber Checking	97643131341679	Jane Doe Checking	148796556	John Smith Checking 528	74196
	Contractor Checking	887755442221001	Dohn Doe Checking	999888777	Plumbing Service Inc Checking 79461313164	97946
				Cancel	Add (2)	

ipient/Account	Am	ount
Attorney Checking	1234577545722	\$10.00
Contractor	2455854211	\$20.00

pient/Account	Amount
Attorney Checking 1234577545722	\$10.00
Contractor Checking 2455854211	\$20.00
Search by name or account. 11	\$0.00
+ New Recipient	+ Add another recipient
+ New Recipient	+ Add another recipient

Checking	1234577545722	\$10.00	
Contractor Checking	2455854211	\$20.00	
		+ Add another recipient	12

